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13 November 1970

Mr. Coffey via Mr.

I recommend your approval of the attached. I believe, however, that the following should be examined as possible means of relief on our space shortage:

a. Movement of the Historical Staff to and an examination of other Washington components who could benefit by being contiguous to the Records Center.

b. Movement of some of the Washington-based OTR personnel to where we have 4,000 square feet of unused space in the Administration Building. Additional space could be made available at through better utilization of classroom facilities.

c. A review of the 47,000 square feet of training classroom space in the Washington area should produce some dividends.

d. Likewise, a system for controlling the 36,000 square feet of space in Washington devoted to conference rooms should result in space savings.

I suggest that we let Plan ZEBRA shake out first before considering the desirability of asking OL to tackle additional space studies.

JHP
JHP

Att:

DD/S 70-4492 re Study of DDS&T Space Requirements Applicable to OCS

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